

REQUIREMENTS FOR
RECIPROCAL SUPERVISOR, PREKINDERGARTEN – 12 CERTIFICATE
ARIZONA DEPARTMENT OF EDUCATION – CERTIFICATION UNIT

EXCEPT FOR INDIVIDUALS WHO HOLD A VALID ARIZONA PRINCIPAL OR SUPERINTENDENT CERTIFICATE, THE SUPERVISOR CERTIFICATE IS REQUIRED FOR ALL PERSONNEL, WHOSE PRIMARY RESPONSIBILITY IS ADMINISTERING INSTRUCTIONAL PROGRAMS, SUPERVISING CERTIFIED PERSONNEL, OR SIMILAR ADMINISTRATIVE DUTIES.

➤ **RECIPROCAL SUPERVISOR, PREKINDERGARTEN – 12 CERTIFICATE**

The certificate is valid for 1 year and may not be renewed.

Requirements for the Reciprocal Supervisor certificate are:

1. Completed [Application for Reciprocal Teaching and Reciprocal Administrative Certification](#)
2. Appropriate fee (See *Application for Reciprocal Teaching and Reciprocal Administrative Certification*)
3. One of the following:
 - A. A photocopy of your valid Arizona **IVP** fingerprint card (plastic) issued on or after January 1, 2008. -OR-
 - B. A photocopy of your valid Arizona fingerprint clearance card (plastic) issued prior to January 1, 2008.

NOTE: *Effective January 1, 2008, per Arizona State Statute A.R.S. § 15-106, an applicant who applies for a teaching certificate shall submit an **Identity Verified Prints (IVP)** Fingerprint card. "Non-IVP" Arizona fingerprint clearance cards issued on or after January 1, 2008 will **NOT** be accepted.*
4. A comparable administrative certificate from another state.
5. A valid Arizona Early Childhood, Elementary, Secondary, Special Education, Career and Technical Education certificate or other professional certificate issued by the Arizona Department of Education.
6. A Master's or more advanced degree from an accredited institution. Official transcript(s) required.
7. Three (3) years of verified full-time teaching experience or related education services experience in a Prekindergarten-12 setting. Submit a [Verification of Teaching Experience](#) form OR submit a letter on official letterhead from the District Superintendent or Personnel Director to verify experience.
8. Completion of a program in educational administration which shall consist of a minimum of 18 graduate semester hours of educational administration courses which teach the knowledge and skills described in the Professional Administrative Standards (R7-2-603) to include three credit hours in school law and three credit hours in school finance.
9. A practicum in educational administration or two years of verified educational administrative experience in grades Prekindergarten-12. Submit a letter on official letterhead from the District Superintendent or Personnel Director to verify administrative experience.

◆ Requirements #10 and #11 are required within one year of the date of issuance of this certificate.

10. One of the following:
 - A. A passing score on the supervisor, principal **or** superintendent administrator portion of the Arizona Educator Proficiency Assessment (AEPA); -OR-
 - B. A passing score on a comparable supervisor, principal, or superintendent examination from another state; -OR-
 - C. Three (3) years of full-time administrative experience during the last valid period of the out-of-state certificate. Submit a letter on official letterhead from the District Superintendent or Personnel Director to verify teaching experience.
11. Verification of state approved Structured English Immersion (SEI) training or comparable state approved SEI training from another state to qualify for the Provisional SEI endorsement. Option A if certified before August 31, 2006. Option B if certified on or after August 31, 2006:
 - A. Verification of one (1) semester hour or fifteen (15) clock hours of state approved SEI training.
 - B. Verification of three (3) semester hours or forty-five (45) clock hours of state approved SEI training.

NOTE: *The Provisional SEI endorsement is valid for three years. An additional three semester hours of state approved SEI training will be required to qualify for the Full SEI endorsement.*

Individuals who hold an Arizona Full Bilingual or Full ESL endorsement are exempt from the SEI endorsement requirement. The requirement for a Provisional SEI endorsement may be waived for a period not to exceed one year for individuals who graduate from administrator or teacher preparation programs that are not approved by the Arizona State Board of Education and meet all other applicable certification requirements.

12. Arizona Constitution (a college course or the appropriate examination).
13. U.S. Constitution (a college course or the appropriate examination).

NOTE: *If you otherwise qualify for the certificate but are deficient in Arizona and/or U.S. Constitution you have 3 years to fulfill the requirement.*